

IAP2 BC Chapter
Executive Meeting #4
Wednesday, March 31, 2010
12 noon – 12:40 p.m.
Teleconference



MINUTES

(Adopted July 28, 2010 EC Mtg)

1. Call to Order, Chair's Remarks, Attendance

The meeting was called to order at 12:00 noon. Present:

President/Secretary: Donald Golob, Principal, Donald Golob Consulting.

Members Services Coordinator/Treasurer: Marilyn Marchment,
Principal, big think communications inc.

Partnership Development Coordinator: Katherine Beavis, Service
Canada.

Program Coordinator: Emma Shea, Communica Public Affairs, Inc.

2. Review and Adoption of the Agenda

It was identified that this short teleconference meeting was called in order to deal with specific, time-sensitive business as identified below, and to save the other business arising out of the March 11 EC Mtg #3 and any new business until the next scheduled full meeting of the EC.

3. Review and Adoption of Minutes of EC Mtg #3 Mar 11.10

Tabled until next meeting of the EC.

4. Chapter Governance, Structure, and Operation

b) Chapter Charter

It was reported that:

- The BC Chapter Charter approved by the IAP2 Board at its February 2010 meeting was e-mailed to the BC Chapter members for their approval by vote.
- The deadline for voting is 5:30 p.m. March 31.
- All the votes received so far are a vote in favour of its adoption.

- 50% + 1 of the votes cast must be in favour for it to be approved.
- Unless there is an influx of no votes, the BC Chapter members have approved the adoption of the Chapter Charter.

It was agreed that:**▪ Marilyn will:**

- ♦ E-mail the results of the vote to the EC members at the close of voting.
- ♦ Include an item on the results of the vote in the upcoming Member Bulletin, and that the approved copy will be posted on the BC Chapter webpage on the IAP2 website.

▪ Donald will:

- ♦ Sign the BC Chapter Charter on behalf of the BC Chapter.
- ♦ Put it into PDF.
- ♦ E-mail a signed PDF copy to Katherine to post on the BC Chapter webpage on the IAP2 website.
- ♦ E-mail a signed PDF copy to the IAP2 President and Executive Director for their attention and files.

- **Katherine** will post a signed copy of the BC Chapter Charter on the BC Chapter webpage of the IAP2 website.

Remainder of items tabled until next meeting of the EC.**5. Serving and Recruiting Members****a) Educational and Networking Events****i) 2010 Events****It was agreed that:**

- **The May e-consultation event is a go for either the morning of May 26 or 27.**

▪ Emma will:

- ♦ Finalize a location in preferably a community facility, with natural light, that can hold around 50 people with room to move.
- ♦ Work with Marilyn to confirm speaker arrangements and details.
- ♦ Finalize the date and time.

- ♦ Work out a registering and registration payment process for the event
- ♦ Draft a budget for the event that includes speaker honorariums, room rental, catering for arrival refreshments and snacks and a morning break, A/V costs, and expected revenues.
- ♦ Establish the break even point for the event.
- ♦ Establish the member/non-member registration rates.
- ♦ Determine the room cancellation policy and set the registration deadline no later than for that date.
- ♦ Commit the BC Chapter to the event wrt room rental, etc. and sign on behalf of the BC Chapter as necessary.
- ♦ Make the room, catering, registration, and other logistical arrangements for the event as the lead, with the assistance of the EC as needed.
- ♦ Ask for help from the EC members as needed.

▪ **Marilyn will:**

- ♦ Confirm arrangements with the speakers in writing by e-mail.
- ♦ Commit the BC Chapter to the speakers as necessary and in writing.
- ♦ Draft the registration flyer for review by the EC for distribution by April 14th by e-mail to members and contact list.
- ♦ Distribute the flyer when ready.

▪ **The schedule will be:**

- ♦ Notice of event in April 7th Member Bulletin.
- ♦ April 14th Event notice & Registration Form distributed by e-mail.
- ♦ Registration deadline linked to room cancellation policy.
- ♦ Event either morning of May 26 or 27.

Remainder of event items tabled until next meeting of the EC.

iii) Newsletter/Bulletin Activities

It was agreed that:

- **A short Member Bulletin will be distributed by e-mail April 7**
- **Marilyn** will:
 - ♦ Draft the Member Bulletin for review by EC.
 - ♦ Finalize and distribute the Member Bulletin to BC Chapter members and the contact list.
- **Donald** will provide a President's Message no later than Tuesday, April 6th to Marilyn.
- **Emma** will provide the necessary May e-consultation event information to Marilyn no later than Tuesday, April 6th.
- **Marilyn** will add other news items as identified in these notes.

iv) Training

It was reported that:

- Emma has made BC Chapter sponsorship arrangements with the IAP2 training scheduled for BC on April 19-23, 2010 by the Canadian Trainers Consortium (CTC),
- There is a social gathering planned on the evening of April 15th which the BC Chapter is welcome to invite its member to.
- The CTC recommended a BC Chapter representative make an appearance at the Thursday, April 15th training day because there are more people, including BC Chapter members attending that day.

It was agreed that:

- **Emma** will finalize a location for the April 15th social evening.
- **Marilyn** will include a note about the evening event in the April 7 Member Bulletin, and a note about the upcoming CTC training and how to register.
- **Donald** will attend as the BC Chapter rep on April 15th to the training.
- **All EC members** will make an effort to attend the April 15th evening social event.

Remainder of training items tabled until next meeting of the EC.

iv) Chapter Webpage/Website

Items tabled until next meeting of the EC.

6. IAP2 Restructuring

It was reported that the IAP2 Board made a decision to adopt the federation of affiliates model at its March 25, 2010 Board meeting in Melbourne.

It was agreed that:

- **Marilyn** will include a note about this decision in the Member Bulletin.
- **Donald** will include a note about the implications for the BC Chapter & Canada/US in his President's Message for the Member Bulletin.

7. Next Meeting

It was agreed that:

- **The next meeting of the EC will be held Thursday, April 29th, 2010 from 5:30 – 7:30 p.m. at Brown's Restaurant, Lonsdale Avenue, North Vancouver, BC.**

8. Meeting Closure

The meeting was brought to a close at 12:40 p.m.